



JUVENILE REGIONAL SERVICES JOB DESCRIPTION: MANAGING DIRECTOR

Juvenile Regional Services seeks a strong leader and skilled manager and litigator to serve as the office's Managing Director. The Managing Director will supervise program staff and help to shape and realize the office's vision for statewide justice system reform.

Organizational Overview

Juvenile Regional Services is a nonprofit law office with a mission to change the lives of youth in Louisiana's juvenile justice system through high-quality, zealous, holistic, client-centered advocacy. We envision a world where every child is safe, healthy, and well-educated, and a truly rehabilitative juvenile justice system that respects the rights and dignity of every young person.

In New Orleans, JRS is the juvenile public defender, representing youth in more than 1000 delinquency and status offender cases every year. JRS has a holistic defense practice, meeting client needs both in and out of the courtroom. Each JRS client is represented by a multidisciplinary team – an attorney, an investigator, a youth advocate, and a social worker – whose members work together to help clients succeed in court, at school, and in all other aspects of their lives.

Statewide, JRS is a leader in providing resources and support to juvenile defenders and in advocating for systemic juvenile justice reform. JRS strives to defend the rights and dignity of young people; to empower clients through advocating for their expressed interests; to reduce the number of young people in confinement; and to promote the juvenile justice system's development and use of effective and rehabilitative programs.

Responsibilities

In New Orleans, the Managing Director will be responsible for building and managing JRS's model direct representation practice – supervising program staff, overseeing operations, and evaluating progress towards program goals. More broadly, the Managing Director will work closely with the Executive Director to shape and realize JRS's vision for juvenile justice reform and improving advocacy for system-involved youth across Louisiana.

The Managing Director's responsibilities include:

- *Legal Practice Management and Staff Supervision*

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- Regularly observe, review, and provide both formal and informal feedback on the performance and work product of staff attorneys and investigators;
- Supervise regular meetings of practice groups in the office's multidisciplinary, team-based practice, providing guidance and direction for all team members;
- Assist staff attorneys with improving and developing their practice, co-counseling cases where appropriate and responding to emergencies arising in the course of practice;
- Develop written professional development plans for staff attorneys and investigators, charting development goals and strategies for achieving those goals;
- Formally evaluate supervisees under JRS' written performance standards and in light of professional development plans;
- Manage the office's legal practice, including workload monitoring, retaining experts, diagnosing conflicts, responding to the concerns and complaints of clients and their families, and directing all other aspects of JRS' day-to-day legal practice.
- *Hiring and Recruitment*
 - Recruit and hire permanent and temporary program staff, including clerks and other volunteers, who will work in the legal and investigation aspects of the practice.
- *Professional Development*
 - Develop and implement a comprehensive training program for all JRS program staff, with input from JRS' Social Worker as appropriate.
- *Organizational Leadership and Direction*
 - Partner with the Executive Director in the development and realization of the office's vision, including implementing and periodically updating a long-term strategic plan for the organization's growth and success;
 - Assist the Executive Director in developing and implementing a financial sustainability plan;
 - Represent JRS in community forums, in partnerships with other stakeholders, in meetings with donors and supporters, and in other capacities at the discretion of the Executive Director;
 - Participate in the recruitment of members of JRS' Board of Directors, and in meetings of the Board;
 - Serve as the Executive Director's surrogate, deputy, and close collaborator in directing the organization.
- *Practice of Law*
 - Assist with coordination, planning, and implementation of JRS' systemic litigation practice;
 - Be available on an emergency and/or short-term basis to stand-in for staff attorneys;
 - Where workload permits, directly represent a small caseload of JRS clients under a schedule agreed upon with the Executive Director.
- *Administration and Program Responsibilities*
 - Coordinate and administer programs for law clerks, volunteers, and other non-permanent staff who will work in the legal and investigation aspects of the practice;

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- Develop, implement, refine, and oversee systems for the efficient management of the office's workload and data, including developing and implementing client intake and data collection systems;
- Assist in project evaluation and assessment;
- Other projects as directed by JRS' Executive Director.

The Managing Director will report to the Executive Director.

Required Qualifications

- Significant experience in public defense practice, with meaningful experience representing young people;
- Significant supervisory and/or other management experience;
- Strong supervisory and management skills, including the ability to give impactful and constructive feedback;
- Expert knowledge of substantive and procedural criminal law and trial practice skills;
- Deep and demonstrated commitment to the defense of indigent youth as a specialized practice; to zealous, holistic, team-based, and client-centered defense; and to JRS' mission, vision, goals, and values;
- Strong leadership skills, including the ability to motivate a team of diverse individuals;
- Excellent interpersonal and communication skills, including the ability to write persuasively and clearly and the ability to communicate effectively with diverse populations;
- Creativity and flexibility in solving problems and meeting challenges;
- Strong work ethic;
- Current good standing to practice law in Louisiana, or eligibility for admission to the practice of law in Louisiana achieved within a reasonable time after hire;
- Willingness to submit to a background check.

Preferred Qualifications

- Familiarity with the geography, history, and people of New Orleans and Louisiana;
- Experience working with teammates – and, in particular, social workers and investigators – in a multi-disciplinary defense practice;
- Expertise in special education law, adolescent psychology, and other areas of knowledge important for effective advocacy on behalf of youth in juvenile court;
- Experience working with community-based non-profits.

Salary and Compensation

The position offers a competitive nonprofit salary, commensurate with experience. Vacation, parental leave, and health benefits are provided. The position is full-time. No outside, compensated work is permitted.

How to Apply

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Applicants must submit: (1) a cover letter; (2) a resume or C.V., including an e-mail address and daytime and evening telephone numbers; (3) a writing sample; and (4) a list of three professional references, including the name, address, telephone number and, if available, e-mail address of each.

Applications should be mailed or emailed to:

Joshua Perry
1820 St. Charles Avenue, Suite 205
New Orleans, LA 70130
(504) 207-4597
jperry@jrsla.org

Emailed applications are preferred. Please do not call with inquiries.